

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK  
FOR ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

**REQUEST FOR PROPOSALS  
SPECIFICATION NO. 03-134**

The City of Lincoln intends to enter into a contract and invites you to submit a sealed proposal for:

**SCANNING SERVICES  
PRIMARILY FOR PUBLIC WORKS AND UTILITIES**

**There will be a pre-proposal meeting at Design Engineering, located at 531 Westgate,  
Lincoln, NE 68521 on Tuesday, May 6, 2003 at 9:00 a.m.**

**MEETING OR EXCEEDING THE CITY OF LINCOLN'S SPECIFICATIONS**

Sealed proposals will be received by the City of Lincoln, Nebraska on or before 12:00 noon **Wednesday, May 14, 2003** in the office of the Purchasing Agent, Suite 200, K Street Complex, Southwest Wing, 440 South 8<sup>th</sup> Street, Lincoln, Nebraska 68508. Proposals will be publicly opened reading only the names of the firms submitting proposals.

Submitters should take caution if U.S. mail or mail delivery services are used for the submission of proposals. Mailing should be made in sufficient time for proposals to arrive in the Purchasing Division, prior to the time and date specified above.

**SCANNING SERVICES**  
**PRIMARILY FOR PUBLIC WORKS AND UTILITIES**  
**INSTRUCTIONS TO PROPOSERS**

**1. INVITATION**

- 1.1 The City of Lincoln invites competitive sealed proposals for selection of a qualified firm to do scanning services for the City of Lincoln as detailed in the accompanying Request for Proposal.
- 1.2 Proposals will be received until 12:00 noon local time on Wednesday, May 14, 2003.
- 1.3 Any proposal received after the time and date specified will not be considered.

**2. SUBMITTAL OF PROPOSALS**

- 2.1 **Five copies** of proposals shall be delivered or mailed, with any required data, in a sealed envelope, which shall be properly identified with the RFP reference number 03-134 and the name and address of the proposer.
  - 2.1.1 Submit proposals to:

Vince Mejer, CPPO, C.P.M.  
Purchasing Agent  
City of Lincoln  
440 South 8<sup>th</sup> St. , Suite 200  
Lincoln, NE 68508
- 2.2 Proposal fees for services outlined on the RFP must be submitted in a separate sealed envelope within the submittal package.
  - 2.2.1 The envelope must be clearly marked with the firm's name and project title.
  - 2.2.2 The proposals will be initially reviewed without the consideration of the fee.
  - 2.2.3 All fees submitted as part of the proposal may be further negotiated during the negotiation process.

**3. FORM OF PROPOSALS**

- 3.1 Proposals should be prepared in the format set forth in the accompanying documents, including:
  - 3.1.1 A full description of the proposer's program,
  - 3.1.2 Plan of work,
  - 3.1.3 Qualifications, and
  - 3.1.4 Resumes of key personnel.
- 3.2 A non-responsive or incomplete proposal will not be considered.

**4. FEES**

- 4.1 The proposer's response must clearly present the proposer's compensation of fee structure for specified core services, along with rates for optional services as available.

**5. TAX-EXEMPT ENTITY**

- 5.1 As the City of Lincoln is a tax-exempt public institution, taxes are not to be included in any fee calculations.
- 5.2 The City will furnish exemption certificates upon request.

**6. PROPOSAL LONGEVITY**

- 6.1 A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance; however, no proposer may withdraw or cancel a proposal for a period of ninety (90) days following the closing time for acceptance.

**7. EVALUATION OF PROPOSALS**

- 7.1 Proposals will be judged upon the proposer's ability to provide services which meet the requirements set forth in the accompanying documents.
- 7.2 The City of Lincoln reserves the right to make such investigations as it deems necessary to determine the ability of the proposer to provide services meeting a satisfactory level of performance in accordance with the City's requirements.
- 7.3 Proposers shall furnish such information and data for this purpose as the City may request.
- 7.4 Interviews and/or presentations by one, several or all of the proposers may be requested by evaluators if deemed necessary to fully understand and compare the proposers' capabilities.

**8. CITY PREROGATIVES**

- 8.1 The City of Lincoln reserves the right to award the responsible firm whose proposal is judged to offer the most advantages to the City with the City being the sole judge thereof; to negotiate with any or all proposers; to reject any or all proposals, in whole or any part thereof, and to re-solicit for proposals in such an event; and to waive any minor technicalities or informalities in accordance with the City's determination of its own best interests.

**9. CONTRACT TERMS**

- 9.1 At the time of the award by the City, the apparent successful proposers must have agreed to a contract representing the understandings between the parties as to terms and conditions which will govern the relationship and establish the obligations of each party for performance of the agreement.
- 9.2 The proposer shall be aware that the contents of the successful proposal will become a part of the subsequent contractual documents.

**10. PROPOSER'S CONDITIONS**

- 10.1 Any conditions or expectations on the part of the proposer for performance by the City must be set forth in the Proposal.
- 10.2 The City is not obliged to consider the proposer's post-submittal terms and conditions.

**11. VENUE**

- 11.1 The agreement resulting here must contain language stating that the contract is performable in City of Lincoln, Lancaster County, and shall be construed in accordance with the laws of the State of Nebraska; if any legal action is brought in connection with enforcement of the contract, exclusive venue shall lie in Lincoln, Nebraska.

**12. INQUIRY**

- 12.1 Any inquiries or requests for explanation in regard to the requirements should be made promptly.
- 12.2 No oral interpretation or clarifications will be given as to the meaning of any part of the Request for Proposal documents.
- 12.3 Prospective proposers desiring further information or interpretations must make requests in writing or by FAX inquiry no later than five days prior to the due date, in order for a response to be issued in the form of an addendum well in advance of the date for submittal proposals.
- 12.4 Requests for information should be addressed to:

Tim Pratt, CEIS Manager	cc: Vince Mejer, Purchasing Agent
City of Lincoln	City of Lincoln
531 Westgate	440 South 8th St., Suite 200
Lincoln, NE 68521	Lincoln, NE 68508
FAX (402) 441-6576	FAX (402) 441-6513

- 12.5 Proposers are cautioned to refrain from contacting or soliciting any City official regarding this RFP.
- 12.6 Proposals shall be based solely on information provided in the RFP and any addenda thereto.
- 12.7 Requests for additional information shall not be solicited by any means other than prescribed herein.

## **REQUEST FOR PROPOSAL**

### **QUALIFIED SCANNING SERVICE PROVIDER**

#### **1. PURPOSE**

- 1.1 The City of Lincoln, hereinafter referred to as the City, seeks proposals in response to this Request for Proposal from qualified scanning service providers.
  - 1.1.1 It is presently estimated to require 600,00 documents to be scanned.
    - 1.1.1.1 Approximately, 540,000 Water Department originals, mostly index cards with some folder 8 x 11 sheets, are stored in card files, filed by street address.
    - 1.1.1.2 Approximately 60,000 Water Business Office records are filed in hard bound books of various sizes and each page is to be saved as a separate image.
- 1.2 The proposal should detail the scanning services program, including possible additional services or experience.
- 1.3 A qualified scanning service provider is defined for purposes of this RFP to be one that is in the business of providing scanning and imaging services on a regular basis.

#### **2. SCOPE OF THE WORK**

- 2.1 While the exact range and extent of services is subject to negotiation, it is anticipated that the selected firm shall provide, as a minimum, professional services and dedicated personnel necessary to perform the following:
  - 2.1.1 Develop a complete understanding of the City's scanning needs and consult with City representatives about goals and objectives of the program.
  - 2.1.2 Prepare a kick-off program to introduce and carry out the objectives.
  - 2.1.3 Provide in depth instruction on process to be used by the firm and City's Public Works & Utilities Department.
- 2.2 Images are to be scanned from a variety of originals.
- 2.3 It is the firm's responsibility to pickup and return all records in a timely manner.
- 2.4 Records will be made available to the successful firm for pickup at 555 So. 10<sup>th</sup> St. (2<sup>nd</sup> floor) in equal lots for a two week scanning period.
  - 2.4.1 Records to be picked up and returned in their normal state between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, excluding Holidays.
- 2.5 Scanning of original 600,000 images shall be completed by October 1, 2003
  - 2.5.1 Should the City be able to lower it's cost by extending this completion date, Firms shall indicate such on their proposal along with cost savings.
- 2.6 These records (TAP records) are utilized to locate existing water and sewer services.
- 2.7 Occasionally, fairly rapid response or access to this information is required for a repair.
- 2.8 The successful firm shall FAX copies of the records in their possession as requested by the City's designee.
  - 2.8.1 FAXED copies of the records needed shall be FAXED within four (4) working hours.
  - 2.8.2 Normal working hours are from 8:00 a.m. to 5:00 p.m, Monday through Friday.

### **3. IMAGE SPECIFICATIONS**

- 3.1 Scanned images shall be placed on the City of Lincoln's FTP site on a weekly interval.
- 3.2 Each scanned image shall have a resolution of 200 dpi.
- 3.3 Each TAP record should be scanned as a multi-page tiff (Tagged Image File Format) or as individual tiff images that use a naming scheme that identifies all of the images that are part of a TAP record.
  - 3.3.1 For example, a TAP record with three individual pages would be scanned as:
    - 12345-1.tiff
    - 12345-2.tiff
    - 12345-3.tiff
- 3.4 The 12345 identifier is a random number identifying the TAP record for a specific address and the 1, 2, and 3 would identify the individual images.
- 3.5 Each scanned image shall have a unique number assigned starting at #????? (to be determined at award).
- 3.6 Each scanned image shall be oriented so that the top of the image is the top of the original document.
- 3.7 Vendor shall not scan blank documents.
- 3.8 Vendor shall perform a consistency check on 15% of the images.
  - 3.8.1 This shall include image clarity, orientation and accuracy.

### **4. TERM OF CONTRACT**

- 4.1 The initial term of the qualified contractor shall be for a period of one (1) year, renewable by mutual consent on an annual basis thereafter for no more than two (2) additional years.
- 4.2 The contract may be terminated by either party by giving the other party written notice of such intent not less than sixty (60) days prior to the effective date of the termination.
- 4.3 In the event of termination, compensation owed the selected firm by the City shall be limited to verifiable services rendered.

### **5. GENERAL CONDITIONS**

- 5.1 Legal Compliance
  - 5.1.1 Each proposer is responsible for full and complete compliance with all applicable laws, rules, regulations and licensing requirements imposed by any public authority having jurisdiction.
- 5.2 Proposer's Insurance
  - 5.2.1 The firm must provide and maintain in force at all times during the term of service contemplated herein, insurance for Liability, Workers' Compensation, Commercial, General Liability, Automobile Liability, and Professional Errors and Omissions Liability.
  - 5.2.2 Such policies shall be issued by companies authorized to do business in the State of Nebraska.
  - 5.2.3 Evidence of such coverage is to be submitted as part of the proposal.
- 5.3 Non-Discrimination
  - 5.3.1 The selected firm shall not discriminate or permit discrimination in its operations or employment practices against any person or group on the grounds of race, color, creed, national origin, gender or handicaps, and shall furnish evidence of compliance with this provision when so requested by the City.

## 5.4 Indemnification

- 5.4.1 The selected firm, in performing its obligations under this contract, is acting independently and the City assumes no responsibility or liability for the firm's acts or omissions to third parties, and the firm shall agree to indemnify and hold harmless the City, its officials, officers, and employees against any and all claims, lawsuits, judgements, costs and expenses for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by the firm's breach of the terms or provisions of the contract, or by any negligent act or omission of the Firm's performance of this contract; except that the indemnity specified in this paragraph shall not apply to any liability resulting from the sole negligence of the City, its officials, officers or employees.
- 5.4.2 In the event of joint and concurrent negligence of both the practitioner and the City, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Nebraska; without, however, waiving any governmental immunity available to the City under Nebraska law and without waiving any defense of the parties under Nebraska law.
- 5.4.3 This above paragraph is solely for the benefit of the Firm and the City and is not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

## 6. **PROPOSALS SHOULD INCLUDE THE FOLLOWING:**

### 6.1 Executive Summary

- 6.1.1 Prefacing the proposal shall be an Executive Summary of three (3) pages or less, providing in concise terms a summation of the proposal and bearing the signature of the firm.

### 6.2 Structure of the Proposal

#### 6.2.1 Part I - Concept and Solution

- 6.2.1.1 The proposer's understanding of the tasks presented in Paragraph 2. shall be defined in detail and proposed solutions outlined.

#### 6.2.2 Part II - Program

- 6.2.2.1 The proposer's technical plan to accomplish the work shall be presented.
  - 6.2.2.1.1 Examples may include time-related displays, graphs and charts showing tasks, sub-tasks, milestones, and decision points, including the points at which deliverable reports will be provided.

#### 6.2.3 Part III - Experience

- 6.2.3.1 Relevant training and evaluation experience in regards to back safety shall be presented in detail, with all experience cited to be recent in time and to have been performed, to a considerable degree, by the proposer.
- 6.2.3.2 Emphasis shall be given to identifying comparable services for public sector organizations.
- 6.2.3.3 For each client reference, the scope of service, time performed, and name, title, address and phone number of the principle contact person should be shown.

6.2.4 Part IV - Cost Proposal

- 6.2.4.1 The City seeks an all-inclusive cost structure which will allow predictability of fees and accuracy in budget planning.
- 6.2.4.2 The proposer's plan of compensation shall be described in detail.
- 6.2.4.3 The proposal shall include a clear statement of the services for which compensation would be provided.
- 6.2.4.4 If there are expenses which are considered reimbursable and are not included in the fee structure, such expenses shall be identified and quantified as fully as possible.

6.2.5 Part V - Proof of Insurance

- 6.2.5.1 Evidence of the proposer's own Liability, Workers' Compensation, Commercial General Liability, Automobile Liability, and Professional Errors and Omissions Liability shall be submitted as part of this proposal.

**7. COMPETITIVE SELECTION**

- 7.1 Evaluation factors outlined in paragraph 8 shall be applied to all eligible, responsive of the firms in comparing proposals and making the final selection.
- 7.2 While the City reserves the right to interview any or all proposers, award of a contract may be made without discussion with proposers after proposals are received.
- 7.3 Proposals should, therefore, be submitted on the most favorable terms available.

**8. PROPOSAL EVALUATION FACTORS**

- 8.1 Concept proposal and possible creative solutions, including responsiveness to terms and conditions and the completeness and thoroughness of documentation.
- 8.2 Demonstration of successful prior performance of comparable services in the public or private sector.
- 8.3 Adequacy and technical depth of personnel assigned to the program.
- 8.4 Maximum total compensation level for contract period.
- 8.5 Evidence of good organization and management practices.
- 8.6 Depth and breadth of services available.
- 8.7 Expertise and tenure of firm
- 8.8 Where firm is located and length of time firm has operated successfully in the area.
- 8.9 Firm's expertise and for innovative ideas in implementing a program for the public sector.

**9. PROPOSED TIME SCHEDULE**

- |     |                             |                      |
|-----|-----------------------------|----------------------|
| 9.1 | Send Out Proposals          | April 24, 2003       |
| 9.2 | Pre-proposal Meeting        | May 6, 2003          |
| 9.3 | Receive Proposals           | May 14, 2003         |
| 9.4 | Selection Committee Review  | May 22, 2003         |
| 9.5 | Oral Interviews             | Week of June 2, 2003 |
| 9.6 | Award of Contract           | June 9, 2003         |
| 9.7 | Completion of original work | October 1, 2003      |